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29 JUL 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT: Joint Agreement between the Assistant Director for Personnel and the Director of Training on Administration of Program for Career Development of Junior Personnel

1. The reference memorandum formalizes the agreements reached between the Assistant Director for Personnel and the Director of Training in a meeting on 1 July 1954 concerning additional policies and procedures for joint administration of the Junior Personnel Career Development Program.

2. Pursuant to an agreement among the representatives of the meeting, this Staff prepared the memorandum based upon notes compiled during the session. The memorandum was coordinated initially with the Placement and Utilization Division and the Special Assistant for Career Service, and the latter obtained the concurrence of the Assistant Director for Personnel in the first draft prior to his departure on leave.

3. The draft was then coordinated with the Chiefs, Junior Officer Training Division and Assessment and Evaluation Staff. A number of changes were made as the result of working-level collaboration, but none of the changes are considered to have substantive importance. The Special Assistant for Career Service and the Placement and Utilization Division are in agreement with the Memorandum of Understanding inclusive of the changes made in it after coordination.

4. The Memorandum of Understanding recognizes that the Placement and Utilization Division and the Junior Officer Training Division will jointly develop working procedures and additional ground rules for considering applications. This arrangement is expressly at the desire of the Assistant Director for Personnel and the Director of Training.

5. Your signature of the Memorandum of Understanding is requested.

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Attachment

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[ ]  
Chief, Planning and Analysis Staff

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*Signed copy to [ ] 15 Jul 54*

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29 JUL 1954

**TO:** Director of Training

**SUBJECT:** Joint Agreement on Policies and Procedures for the  
Junior Personnel Career Development Program

1. Attached hereto is a memorandum covering areas of agreement reached between you and the Assistant Director for Personnel on 1 July 1954 relative to administration of the Program for Career Development of Junior Personnel. The memorandum has been coordinated with the Chiefs, Junior Officer Training Division, and Assessment and Evaluation Staff.

2. Prior to going on leave, the Assistant Director for Personnel approved an earlier draft of the memorandum which is identical to the attached with the exception of changes made in the latter at the suggestion of the Chiefs, Junior Officer Training Division, and Assessment and Evaluation Staff.

15/  
George H. Nelson  
Deputy Assistant Director  
for Personnel

Attachment

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**MEMORANDUM OF UNDERSTANDING OF ADDITIONAL POLICIES  
AND PROCEDURES FOR ADMINISTERING PROGRAM FOR  
CAREER DEVELOPMENT OF JUNIOR PERSONNEL**

(Meeting of 1 July 1954)

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1. Agency Notice No. [ ] establishes a program for the career development of junior personnel and places certain responsibilities in the Assistant Director for Personnel, the Director of Training and a Committee for Career Development of Junior Personnel. By the terms of the Notice, the Assistant Director for Personnel and the Director of Training share responsibility with the Head of the Career Service of the individual concerned in discharging the specified functions of the Committee.

2. In consonance with the separate and joint responsibilities imposed upon us as the Assistant Director for Personnel and the Director of Training, we agree to the following additional policies and procedures in order to adequately discharge our responsibilities to implement the basic policies and procedures contained in the Notice and to ensure a joint approach and liaison between our respective offices:

**a. Junior Career Development Slots**

30 Junior Career Development Slots will be available for enumeration during the calendar year beginning with the date of initial selections of the Committee. Depending on the quality and availability of applicants, an attempt will be made to allot approximately one-fourth of these slots every three months of the year, but a proportionately greater number may be allocated in the initial selection of participants.

**b. Additional Factors for Selection in Program**

(1) The following factors for selection will be observed in addition to those specified in [ ]

(a) Applicants who have not completed a training course in basic intelligence, such as BIC, will be required to take a course according to this schedule:

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Area of Participation  
According to Career Plan

DS/I  
DS/P  
DS/A

CONUS  
NSA, Part II  
Operations  
NSA, Part II, or Operations,  
as appropriate

(b) In the selection of candidates, preference will be given to Career Staff members. Other things being equal, preference should also be given to those approaching the upper limits of the age restrictions.

(2) The Junior Officer Training Division, Office of Training, (JOTD), and the Placement and Utilization Division, Office of Personnel, (PUD), will take into account other factors pertinent to the consideration of applications, such as a medical clearance for General Duty and an SI security clearance, when appropriate. Such additional factors must be approved by the Assistant Director for Personnel and the Director of Training.

c. Procedures for Screening and Processing Applications

(1) PUD will receive all applications initially and will immediately forward a copy of the application to JOTD. PUD will review applications to determine that they fully comply with the requirements prescribed in [REDACTED]. For this purpose, PUD will check the eligibility of each applicant for consideration and will contact the individual concerned and the appropriate official (or officials) to obtain any additional information needed or to check on any facts requiring verification.

(2) PUD will acknowledge the receipt of each application and will advise the applicant in the acknowledgment or subsequent communication, as appropriate, concerning the status of the application.

(3) During each interval between quarterly meetings of the Committee, the Chiefs, JOTD and PUD, will screen all pending applications, arrange for testing of up to 165 applicants within the quarter, and then select approximately 12 candidates for initial review by the Assistant Director for Personnel and the Director of Training. From these candidates the Assistant Director for Personnel and the Director of Training will select approximately 16 individuals for assessment by the Assessment and Evaluation Staff.

(4) PUD will act as the general liaison with applicants and operating offices on matters pertaining to the processing, selection and rejection of applications.

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(a) FDB will arrange with A & E for the date and time for testing applicants and will transmit this information to the individuals concerned.

(b) FDB will notify all applicants who cannot be considered for selection at the next meeting of the Committee.

(5) Personnel designated by the Assistant Director for Personnel and the Director of Training will be assessed and evaluated on a comparative basis. Upon the conclusion of this process, the Chiefs, JED and FDB, will jointly discuss all available information on each of the candidates assessed.

(6) The Chiefs, JED and FDB, will submit a memorandum to the Assistant Director for Personnel and the Director of Training containing recommendations on each individual assessed and a ranking of such personnel in order of preference for selection.

#### d. Committee Action

(1) Upon receipt of these memoranda, the Committee will meet quarterly and select a number of personnel, pursuant to B above, for participation in the Program.

(2) The Committee will review the Career Development Plan of each individual selected and, after appropriate consultation with the individual and the operating officials concerned, it will approve a final Plan and training program for the participant.

(3) The Committee will not attempt to define additional standards for selection in the Program but will rely upon evidence and evaluations obtained in the highly selective and competitive process detailed herein.

(4) The Committee will interview each person who is assessed.

#### e. Jurisdiction over Participants after Selection

(1) The Office of Training will have jurisdiction over and maintain liaison with participants in the Program.

(2) The Office of Training may initiate, after coordination with the Head of the Career Service concerned, promotion actions on participants pursuant to the provisions of

(3) The Director of Training has discretion to remove an employee at any time from further participation in the Program if the individual fails to maintain a reasonable standard of performance and progress.

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3. Based upon experience gained in the administration of the program, the procedural elements contained in this memorandum are subject to alteration or refinement at any time by joint agreement of the undersigned.

/s/

~~Assistant Director for Personnel~~

/s/

~~Director of Training~~

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